Deputy Under Secretary of the Air Force International Affairs
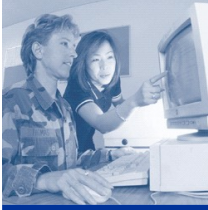
United States Air Force

SAMRS
Security Assistance Manpower Requirements System

SAMRS Training

January 2004

Topics

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Manpower Requirements Package (MRP) Overview

1000 foot view

- The MRP is a subset of the entire FMS case involving other key documents such as:

    - Letter of Request (LOR)

    - Letter of Offer and Acceptance (LOA)

    - Manpower Travel Data Sheet (MTDS)

500 foot view

- The MRP is used by the Air Force to internally document manpower requirements associated with a Foreign Military Sale (FMS) case

- The MRP consists of estimates for manpower requirements and the associated costs

Application Background

SAF/IA engaged BearingPoint to develop an application to help simplify the MRP process.

The web-based application was built around the concept of automating the the MRP workflow process while providing users visibility into the status of their MRPs.

Baseline functionality was delivered in the current version January 2003. Subsequent releases will add additional functionality. The user community will be called upon to identify the additional functionality that should be fielded with each release.

Desired end-state is a more transparent MRP process that benefits the users and customers.

Goals

The goals of the SAMRS application are to:

- Standardize and automate the MRP development process

- Decrease cycle time from MRP inception to final approval

- Increase visibility into the MRP submittal/approval process so all levels in the process have insight into the current status of an MRP(s)

- Build archive of MRPs that can be used as needed
    - Data mining
    - Adoption of standard MRP language

Future goals and metrics will be tied to the additional functionality added in each subsequent version.

Functionality

The SAMRS application is designed around roles vice organizations

- Users fill specific roles based on where their responsibilities in the MRP process fall. The two primary roles are:
  - Develop MRP
  - Approve or Validate MRP

The backbone of the application is a workflow tool that automates the development, submittal, and approval processes

- Application provides users full visibility into what stage of the development or approval process the MRP currently resides
- Automated email notification of MRP status further enhances communication, visibility, and overall responsiveness
- If roles or responsibilities in the MRP process change, the application will not require significant changes to adopt those new processes
  - Application is scalable and flexible

Functionality (con't)

The application walks the user through the development of the MRP. This development process is template driven:

- Users are required to input data that justifies requirements
- Users identify approval chain
    - MAJCOMs may identify their unique approval chain(s) within the boundaries of the application
    - A single organization could potentially fill all approval roles below the SAF level
- Upon submission, an email notification is sent to the first approving official identified by the MRP Developer
    - Approval chain is then built as MRP progresses through the review process
- Application calculates manpower costs based on user inputs
- Data is summarized and can be printed as needed

In the event the MRP is disapproved, the MRP Developer is notified via email, may make changes as necessary, and resubmit

- Reason(s) for disapproval are displayed and can be responded to accordingly

Functionality (con't)

A web site hosted by SAF/IA provides a forum for the user community to:

- Access the application

- Obtain information on the latest MRP initiatives and issues

- Utilize a feed-back mechanism to ask questions or suggest functional changes to the application

- Find answers to frequently asked questions

Future Functionality

Future functionality will be determined by the user community

An MRP Process Review Board will be chartered to manage the MRP process and validate functional changes to the SAMRS application

Additions to the web site hosted by SAF/IA will provide a forum for the user community to:

- Identify MAJCOM user groups and points-of-contacts

Future Functionality (con't)

Future changes to baseline functionality may include:

- Development of a Business Object Library that contains common MRP language that users could use to build MRPs:

  - Standardized language to improve overall quality and consistency of MRPs

  - Increase objectivity

  - Further streamlines MRP development and approval processes

  - Language that the MRP Developer would utilize could be based on:

    - Case type

    - Magnitude of the case (Example: small, medium, or large airframe sale)

    - Type of manpower requested

      - » Job Title

      - » Projected Grade

      - » Manpower Type (Example - Military, Civilian, Contractor)

      - » FMS Category (Example - Project Manager)

Integrity - Service - Excellence

Training Schedule

14-17 Jan 2003

- ASC/AFSAC – Dayton, OH (BearingPoint Office)

21-23 Jan 2003

- OO & OC ALC – Hill AFB – Ogden, UT

28-30 Jan 2003

- AAC – Eglin AFB – Ft. Walton Beach, FL

04-06 Feb 2003

- WR-ALC – Robbins AFB – Macon, GA

11-13 Aug 2003

- ESC – Hanscom AFB – Boston, MA

28-29 January 2004

- ACC – Langley, VA (Langley AFB)

Training Agenda

MRP Developer

- 30 Minutes: Participant Registration
- 3:30 Hours: Morning Session (floating breaks)
- 1 Hour: Lunch
- 3 Hours: Afternoon Session (floating breaks)
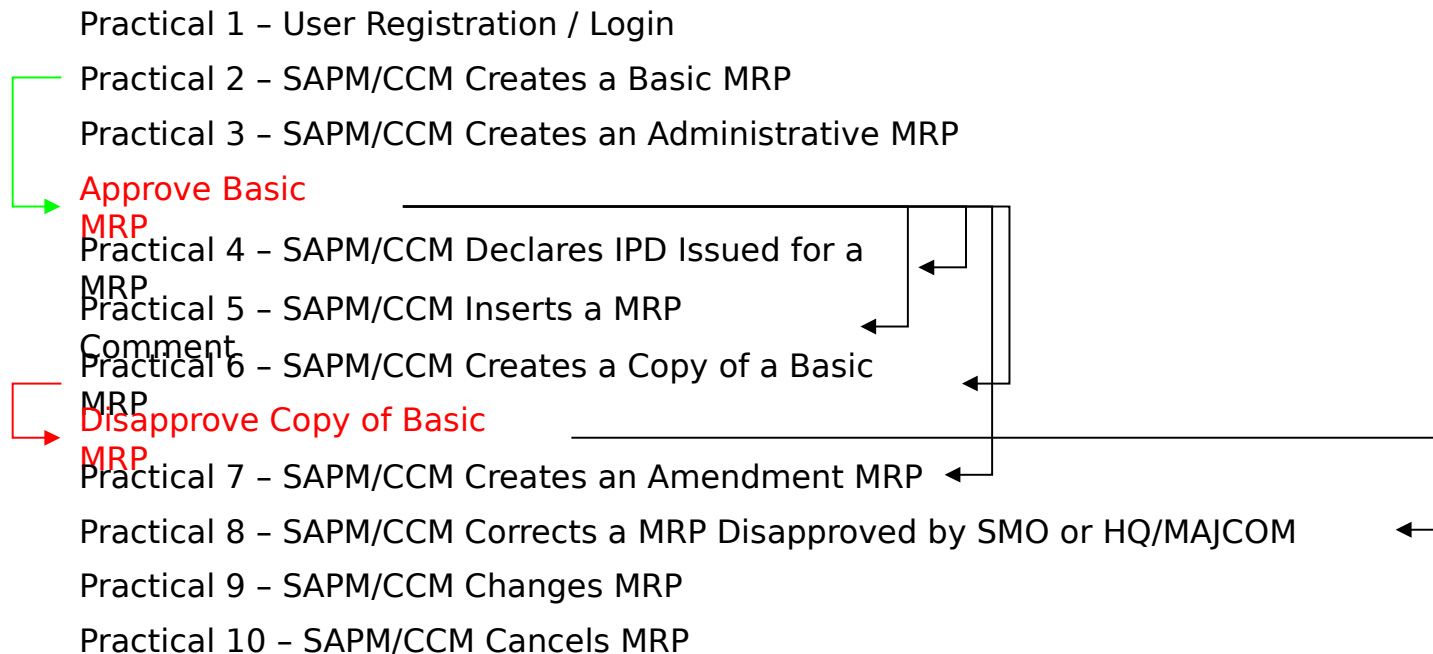 - **Note:** All sessions are mandatory

MRP Validator

- 30 Minutes: Participant Registration
- 3:30 Hours: Training (floating breaks)
  - **Note:** All sessions are mandatory

Training Flow – MRP Developer

The following indicates the training flow for MRP Developers:

Practical 1 – User Registration / Login

Practical 2 – SAPM/CCM Creates a Basic MRP

Practical 3 – SAPM/CCM Creates an Administrative MRP

Approve Basic MRP

Practical 4 – SAPM/CCM Declares IPD Issued for a MRP

Practical 5 – SAPM/CCM Inserts a MRP Comment

Practical 6 – SAPM/CCM Creates a Copy of a Basic MRP

Disapprove Copy of Basic MRP

Practical 7 – SAPM/CCM Creates an Amendment MRP

Practical 8 – SAPM/CCM Corrects a MRP Disapproved by SMO or HQ/MAJCOM

Practical 9 – SAPM/CCM Changes MRP

Practical 10 – SAPM/CCM Cancels MRP

Training Flow – MRP Validator

The following indicates the training flow for MRP Validators:

Practical 1 – User Registration / Login

Practical 2 – MRP Review

Points of Contact

SAMRS Support

- SAMRS.Admin@Pentagon.af.mil

John Parker – SAF/IA

- 703.588.8368 (425 DSN)

John Lumidao – System Administration and Helpdesk Support

- 703.588.8367 (425 DSN)
- 703.685.5461

Justin Popowich – System Administration and Helpdesk Support

- 703.588.8361 (425 DSN)

Questions

With any new technology, there are questions associated with it. Please share your concerns, questions, and comments